

**Application for Historic District Work Permit
Certificate of Appropriateness (COA)**



Dated this _____ day of _____ 20_____

Please print

Name of Applicant: _____

Mailing Address: _____

City, State and Zip Code: _____

Daytime Phone: _____ Fax: _____

Email Address: _____

Relationship of Applicant to Owner: _____

Present & Historic Name of Building: _____

Historic District Property Address: _____

Building Owner Name *(if different from above)*: _____

PROPOSED WORK:

Please describe your proposed work simply and accurately. Attach extra pages and supplemental material as needed. Please refer to the Webb City's Historic District Design Manual if you have any questions.

Estimated Cost of Improvements: _____

Estimated Amount of Time Needed to Complete Proposed Improvements: _____

Start Date: _____

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____
(if not applicant)

Please see other side for a submittal criteria checklist.

The documentation listed below must be submitted with the application for a Certificate of Appropriateness. Incomplete applications will not be docketed for consideration by the Historic Preservation Commission. Please refer to the preservation guidelines in the Historic District manual for further information.

- Documentation will be retained by the commission as part of the public record; on one set of documentation needs to be submitted with the application.
- All required documentation must be submitted as a hard copy. Electronic copies of the application may be helpful (consult with staff), but materials submitted only in electronic format will not be considered part of the application.
- All documentation (photos and drawings) must be labeled with the property address and dated. Drawings should be in format which will fit or can be folded into an 8 ½ by 11 inch file. The commission can not store large rolled drawings, or drawings or photographs mounted on presentation boards.
- Requests must be submitted by the second Thursday of the month in order to be considered at the next Historic Preservation Commission Meeting. Meetings are held on the third Monday of each month.

ALL WORK

- Photograph of building and existing conditions from all relevant sides.

REMODELING AND ADDITIONS

- A completed City of Webb City Application for Building Permit
- Elevation and plan drawings to scale, indicating proposed alterations or additions, clearly indicating the existing building and what is proposed and including the relationship to adjacent structures.
- Material samples and color for roofing, siding and trim
- Color samples and placement on the structure.
- Complete information regarding the materials and design for windows, doors, garage doors, exterior lighting and signage.
- Historic plans, elevations or photographs if the request is to return a structure to an earlier historic appearance.

SIGNS

- A completed City of Webb City Sign Permit Application
- Photograph of entire building façade and close-up photo of subject storefront; drawing of sign indicating where it will be positioned on building (to scale detail drawing of sign dimensions, materials, methods of attachment; colors and lettering sizes).

For Office Use Only:

ACTION: Approved _____ Denied _____ Deferred _____ Date of Meeting _____

Conditions:

Reasons for Deferral/Denial:

Signature of Historic Commission Chair _____ Date _____

Signature of Staff _____ Date _____